



PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City 6500
 Tel. Nos. 325-4053

11-717

Supplier : **HANZ GRAPHICS & DIGITAL IMAGING CENTER**
 Address : **J.ROMUALDEZ ST., BRGY.14, TACLOBAN CITY**
 Tel./Fax No.: **325-6496**
 TIN : _____
 Supplier is : () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

P.O. No.: 43 B-11-21
 Date: 11-04-21
 Mode of Procurement: **SHOPPING B**

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : City General Services Office		Delivery Term :				
Date of Delivery : (COD) Cash on Delivery		Payment Term:				
Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
DEPARTMENT OF THE INTERIOR & LOCAL GOVERNMENT (DILG) 2021-869						
	1	pcs	Certificate Frame Holder, Glass, Letter-sized	6	180.00	1,080.00
	2	pcks	Specialty Paper, Cream Colored, Letter sized, 10pcs/pack	2	45.00	90.00
	3	box	Sign Pen ,Black, Liquid Gel Ink,0.5mm,12pcs/box	1	360.00	360.00
nothing follows				TOTAL AMOUNT		1,530.00
				1%		15.30
				5%		76.50

Total Amount in Words = One Thousand Five Hundred Thirty Pesos and 00/100 only.....

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

 Signature over Printed Name of Supplier
Mary M. Otaño
 Date 12-1-21

Very truly yours,

ATTY. ANACLETO REI A. LAGANILAO III
 City Administrator

HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available:

SALVADOR A. ABINA, JR.
 City Accountant

BUR NO./ObR No.: _____
 Date: 11-24-21
 Amount: ₱ 1,530.00
100/ 5-02-99-990-42

